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Executive Assistant to DCI

Document No. 042

20 October 1954

NO CHANGE in Class. ☐

Director of Training

☐ DECLASSIFIED

Class. CHANGED NO: TS S (C)

ISA Memo, 4 Apr 77

Weekly Summary Report

Auth: DDA REG. 77/1793

Date: 30/01/78 By: 008

25X1A2d1

1. Members of the Project Training Division participated in Special Project [REDACTED] Training methods and techniques, surveillance, counterespionage, and organization and administration of training were discussed in a three-day session with the Chief and First Assistant of [REDACTED] intelligence service.

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2. Briefing of two officials of a West European intelligence service in counterespionage training concepts and techniques was conducted by Mr. [REDACTED]

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3. Members of the External and Language Training Division are increasing training schedules, particularly in Russian and German, to meet the heavy enrollment of 245 students in language classes. This figure does not include those individuals in seminars nor the 74 persons registered for self-study. One year ago, 97 persons were enrolled in language study, while 93 persons were registered in self-study programs.

4. Library Section, OTR, will compile a selected and annotated bibliography on Psychological Warfare for overseas instructional purposes. It will be published quarterly. Foreign Documents Division of the Office of Operations and the United States Information Agency will cover the foreign language publications for this project.

5. Representatives of the Assessment and Evaluation Staff met with the Chief Instructor, Clandestine Methods and Techniques Course, to discuss plans for improving all phases of the evaluation program in the course. An intensive effort has already begun to initiate these improvements during Course #11, beginning 29 November.

6. To promote the career development of its personnel, OTR has approved a regulation (see attachment) defining policy and procedural responsibility for a program designed to realize the growth potential of all training designees. Basically, it will permit each

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employee to state what training, rotation or reassignment he considers necessary to advance his career development. Each supervisor will review his employees' plans, recommending modification or implementation as appropriate to each individual. The OTR Career Service Board will act upon the comments of the employee and supervisor to achieve a program that will bring the greatest benefit to both the individual and the Agency.

SIGNED

MATTHEW BAIRD

Attachment

cc: DD/P
DD/I
AD (Commo)

MB:ep (10/20/54)

Distribution:

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